

**CODE: 1640  
FLSA: EXEMPT  
GRADE: 24**

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: PARKS MAINTENANCE SUPERINTENDENT  
PARKS MAINTENANCE DIVISION  
PARKS AND RECREATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs supervisory technical work in planning, directing, and supervising the maintenance of buildings and facilities, ensuring safe and clean working conditions. Work involves maintaining the grounds and right of way grass; maintaining all tree work in Town; overseeing all park capital improvements; installing playgrounds and ball fields and their maintenance on a daily basis; ordering all equipment; overseeing the building and maintenance of new offices or historic buildings, repairing equipment; ensuring maintenance is done on equipment; ensuring safety procedures are followed; maintaining time of employees; and ensuring Town policies are followed. Reports to the Director of Parks and Recreation.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Oversees maintenance, landscaping, and seasonal staff.

Schedules work crews.

Coordinates ground maintenance with other departments.

Submits timesheets for payroll employees.

Reviews and schedules citizens' requests.

Oversees Town special events.

Plans and coordinates maintenance and construction jobs and projects.

Conducts annual performance evaluations.

Works with community organizations.

Maintains job safety and proper training.

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Maintains employee personal records; conducts annual reviews of personnel

Disciplines and/or counsels employee when needed.

Assigns work orders from other departments.

Oversees office and shop maintenance.

Prepares and monitors annual Parks' budget.

Attends public meetings.

Develops and evaluates bids.

Responds and clears storm damage after hours.

Responds and clears snow during and after hours.

Performs snow plowing of courts and public buildings.

Applies pesticides and herbicides.

Receives and/or reviews various records and reports such as equipment pricing, material grading and pricing, blueprints, work orders, and Council requests.

Prepares and/or processes various records and reports such as daily reports, monthly reports, accident report, vandalism reports, and interdepartmental information.

Refers to safety program, peer evaluation, progression program, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as rubber tire loader, backhoe, skid steer, bucket truck, dump truck, etc.

Uses a variety of tools such as riding mower, walk behind mower, snow plow, ATV, welder, etc.; a variety of supplies such as herbicides, topsoil, ball field mix, woodchips, mulch, etc.; and a variety of computer software such as Windows Office, Microsoft Word, Microsoft Outlook, Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Director of Parks and Recreation, Street Maintenance, Water and Sewer, General Maintenance, Vehicle Maintenance, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Works with Police Department on vandalism complaints.

Works with assessment of Town tree condition.

Performs general construction of new offices and parks.

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Builds offices from blueprints.

Works with County inspectors.

Mows grass.

Performs general administrative / clerical work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, copying documents, compiling data for reports, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a technical college diploma in a field related to facility maintenance supplemented by six to nine years of experience in facility / grounds maintenance, some of which have been in a supervisory capacity; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must be able to obtain CPR, Pesticide Applicator, and Maintenance Management School certification. Must have a valid Commercial Driver's License.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier weight (up to 50 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving assignments and directions to subordinates.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, construction / shop drawings, specifications, budgets, etc. Requires the ability to prepare required reports, correspondence, records, work orders, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to use influence systems in staff management; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability

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to comprehend and interpret received information and to understand and implement basic machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of a variety of educational and cultural backgrounds and in a variety of technical languages including building and grounds maintenance, mechanics, plumbing, electrical, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office and special machinery; and to operate motor vehicles and lawn equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand and power tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. Worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Parks Maintenance Division of the Parks and Recreation Department as they pertain to the performance of duties of the Parks Maintenance Superintendent. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of building and grounds maintenance methods and procedures as reflected in the needs and requirements of the department. Is skilled in organizing, and implementing various programs and projects of the department. Has working knowledge of engineering, architecture, and construction theories and practices as they relate to the maintenance of housing communities. Has knowledge of the standard tools, materials, and practices of the trades. Is able to oversee workers' compensation responsibilities for the department. Is skilled in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment. Has knowledge of the occupational hazards and safety precautions of the trades. Has knowledge of all applicable building codes and zoning ordinances. Is able to ensure compliance in all department projects. Is able to schedule and plan park

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maintenance activities. Is able to undertake renovations for the department. Has knowledge of how to apply supervisory and managerial concepts and principles. Has knowledge of administrative principles involved in directing, and supervising various programs and related activities. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to subordinates, co-workers, and employees of other departments as required. Is able to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, and resolving problems. Is able to help plan and develop daily, short- and long-term goals related to department purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology. Is skilled in the use of computers for word processing and records management. Has the mathematical ability to handle required calculations. Is able to help compile, organize, and utilize various financial information necessary in division budget, and knows how to prepare and monitor the budget. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports and records with accuracy in a timely manner. Has thorough knowledge of the terminology used within the department. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to work effectively despite occasional or infrequent exposure to extreme weather conditions, wetness/humidity, odors, fumes, smoke, toxic agents, noise, dusts, dirt, electrical currents, machinery hazards, and violence.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

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**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

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**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.